

# ALERT! ALERT! ALERT!

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General Support Services  
Office of the State Controller  
1525 Sherman St., Ste 250  
Denver CO 80203  
Phone: (303) 866-3281  
Fax: (303) 866-4233

## ALERT #107

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Clifford W. Hall *Clifford W. Hall*  
State Controller

DATE: December 2, 1997

SUBJECT: *In Memory of Don Mildenerger*  
*State Controller's Office Establishes a Hotline*  
*Improvements to the State Controller's Office Web Site*  
*Clarification on Capital Construction Printing and Reproduction Costs*

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### *In Memory of Don Mildenerger*

We are in shock and grief-stricken by the death of Don Mildenerger of our office. Don passed away November 26, 1997. We send our sympathies to his wife and family. Don worked with the state for approximately 31 years. He started in 1966 with the Department of Revenue and had worked with the State Controller's Office since 1971. He is survived by his wife Beverly, and three children, Judy, Mark and Julie. Sympathy cards may be mailed to: 2373 S. Fairfax Drive, Denver 80222. Contributions may be made to the charity of your choice in Don's memory. Most charities will acknowledge your contribution to the family if you give them the home address.

### *State Controller's Office Establishes A Hotline*

A new hotline in the State Controller's Office allows employees and other citizens to report alleged fraudulent acts involving state agencies and institutions of higher education. Fraud involves intentional acts to obtain unauthorized or unlawful gain, such as theft or embezzlement.

The hotline was not established in response to concerns about fraud in state government. The purpose of the hotline is to provide an additional way for communicating concerns of fraudulent activities that involve state assets. It will not replace complaint or hot lines established by a state agency for reporting incidents related to its mission. Also, it is not for reporting concerns about federal or local governments and school districts.

Persons calling the hotline will be asked for information on who is involved, the agency involved, what is occurring, and when it occurred. Although this information is a public record, the State Controller's Office will treat allegations on a "need to know" basis. State agencies that investigate allegations of fraud are also encouraged to do the same.



Employees of the State of Colorado including its institutions of higher education may have rights under the State Employee Protection Act also known as the Colorado Whistleblower Act. For questions in this regard, the State Personnel Board may be contacted for further information before using the hotline.

The telephone hotline number is 866-6234 in the Denver area or 1-888-895-6698 outside the metro area. Fraud can also be reported in person or by writing to the State Controller at 1525 Sherman St., Suite 250, Denver 80203.

#### *Improvements to the State Controller's Office Web Site*

We have added a "What's New" page to inform users of reports or other information of updates or changes at our web site ([http://www.state.co.us/gov\\_dir/gss/acc/new/whatsnew.htm](http://www.state.co.us/gov_dir/gss/acc/new/whatsnew.htm)). This page can be accessed from the SCO home page and the reports and publications page.

#### *Clarification on Capital Construction Printing and Reproduction Costs*

Alert #106 provided guidance on the types of expenditures that are appropriate to charge to capital construction projects. Alert #106 stated that all administrative expenditures including printing and reproduction costs should not be charged to capital construction/controlled maintenance projects. Since this Alert was issued, we have had questions concerning the allowability of certain types of printing and reproduction costs. Following is a clarification on the guidelines issued in the previous Alert.

It is customary for agencies to provide the prime contractor on a capital construction project with a reasonable number of plans and specs to distribute to sub-contractors for use during the project. The costs associated with the reproduction of these plans and specs would not be considered administrative and would be appropriately charged to the construction project. If you have any questions on this clarification or any other provisions of the guidelines issued in Alert #106, please contact your field controller.